DD/S 72-0616

1 5 FEB 1972

MEMORANDUM FOR: Chief, Support Services Staff

Hal:

It seems that there may have been some momentum generated. Within reason, I would favor more get-togethers (long or short --- How about a regular monthly meeting for an hour in GA-13?) so long as they are useful and well attended.

I know et al are looking at the problem of 25X1A specialists, but wonder whether we shouldn't consider an Agency-wide RMO Career Service. It could provide a career structure and what goes with it but might also give status to all the RMO's and, as a consequence, recognition of the place of records management in the overall Agency scheme. I'd like to see thoughtful pros and cons.

25X1A

Robert S. Wattles

Atts

Memo dtd 7 Feb 72 for ADD/S, thru C/SSS, fr CIA Records Administration Officer, subj: Report on the Records Officer Conference and Panels; with its Atts

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7 February 1972

MEMORANDUM FOR: Assistant Deputy Director for Support

: Chief, Support Services Staff THROUGH

: Report on the Records Officer Conference and Panels SUBJECT

1. Attached for your information is the requested overall report on the Conference of Agency Records Management Officers and a summary of the recommendations by their eight Panels. The attached report is arranged to include:

> Summary of Conference Background and Panel Reports with Attachments of: Eight full Panel reports,

List of Panel Chairmen, Copy of Conference Agenda, and Summary of Critiques

- 2. Our follow-up procedure and reporting have been patterned after the successful Conference of Support Officers. Here too, we recognize the bulk of the report but we consider it to be commensurate with the relative bulk of the records problems to be solved.
- 3. The Panel reports have been sent to each member of the Agency Records Management Board and the follow-up was the subject of the Board's January meeting. The Panel proposals are being studied by my Staff and the Board members to identify the action required at Component, Directorate, and Agency levels. Corrective action will be taken by Records Officers or where appropriate formal requests will be developed by the Board or by me and submitted to the officials concerned. The Chief, Support Services Staff, will be kept apprised of these developments.
- 4. I shall continue to coordinate this follow-up operation as the Agency Records Officer and Board Chairman. I am encouraged by the increased activity on the two problems studied. The Directorates actually have net volume reductions so far this fiscal year in their 1,000-foot growth limitation, and several Components have completed 25X1A first drafts of their Retention Plans. I shall appreciate having your reactions and comments to these Panel findings and proposals.

CIA Records Administration Officer

Attachments: As stated